

---

## Commissary Services

### 805.1 POLICY

It is the policy of this office to provide commissary services so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase items approved by the Captain (Penal Code § 4025).

### 805.2 COMMISSARY MANAGER RESPONSIBILITIES

The Captain shall be responsible for designating a qualified person to act as the Commissary Manager. The Commissary Manager shall be responsible for the accounting and general operation of the commissary, which shall include but is not limited to:

- Maintaining current rules, regulations, and policies of the commissary and ensuring compliance by commissary staff.
- Managing inventory and processing orders in a timely manner.
- Performing weekly audits of high-security items.
- Ensuring that sufficient space is provided either on or off facility property for the storage and processing of commissary orders.
- Ensuring commissary facilities are sanitary and secure.
- Any commissary inventory or sales issues related to religious diets shall be addressed in the Religious Programs Policy.

### 805.3 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase specific items that are not provided to them while in custody.

### 805.4 INMATE WELFARE PACKS

The Captain or the authorized designee shall monitor the provision of welfare packs to indigent inmates. Welfare packs shall include but not be limited to:

- (a) At least four postage-paid envelopes and eight sheet of paper each week to permit correspondence with family members and friends (see the Inmate Mail Policy).
- (b) Personal hygiene items, including toothbrush, toothpaste, soap, and other supplies deemed to be appropriate for indigent inmates.

The Sheriff may expend money from the Inmate Welfare Fund to provide indigent inmates with essential clothing and limited transportation expenses upon release (Penal Code § 4025(i)).

### 805.5 ANNUAL AUDIT OF THE COMMISSARY

The Commissary Manager should ensure that an annual audit of the commissary operation is conducted by a certified auditor. The written report prepared by the auditor should be reviewed for accuracy by the Commissary Manager and provided to the Captain.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Commissary Services*

---

All surplus funds from the commissary operation should be deposited into the Inmate Welfare Fund or used in a manner from which the inmates will benefit. They also may be deposited and used in accordance with expenditures authorized by the board of supervisors. An itemized report on expenditures shall be submitted annually to the board of supervisors (Penal Code § 4025 (e)).

### 805.5.1 INTAKE

At the time of booking, inmates will place all personal funds on their commissary account.

### **805.6 ORDERS**

Commissary orders must be placed through the Keefe Commissary Systems Kiosks located in each housing unit. Inmates must have their orders into the kiosk by 7am on Monday mornings to allow for their orders to be sent by 8am. If a holiday falls on a Monday orders must be placed the Friday prior to the Holiday. An inmate will have to place their order through the kiosk on Friday morning at 7am to allow for the order to be sent by 8am.

### **805.7 ITEMS PURCHASED THROUGH COMMISSARY/ RULE OF TWOS**

Rule of Twos:

It is an ever-increasing problem in the housing units with inmates possessing multiple like-items purchased through commissary. To compound the problem, inmates being released are contributing to this buildup of surplus by giving out their unused commissary items.

The number of personal hygiene items along with other miscellaneous items, will be limited to two each. Items found in excess, will be considered contraband and disposed of. It will not be the responsibility of the commissary officer to limit these numbers. Inmates will be responsible to monitor their purchases. This will be known as the "Rule of Twos". ***Feminine hygiene items do not fall under this rule.***

The following is a list of limited items:

10% Acne Soap Dish Toothpaste Radio

Toothbrush Hair Dressing Decks of Cards Ear buds

Comb Thongs Multi Vitamin Bottles

Shoes Tumblers Deodorant

Denture Cleaner Saline Solution Foot Powder

Denture Bath Lip Balm Hair Brush

Denture Adhesive Lotion Shampoo

Shaving Cream Conditioner Heritage Cream

Hair Tie Soap Batteries

No more than four ink pens can be possessed at one time.

# Shasta County Sheriff's Office

Shasta County SO Custody Manual

## *Commissary Services*

---

Cracker Boxes (not containing crackers) and Commissary Bags (not containing commissary) will be considered contraband and disposed of.